



# Community Services Block Grant

## FY2016-2017 CSBG Discretionary Innovation Grant

**Purpose:** The purpose of Community Services Block Grant Discretionary Innovation Grant is to support innovative programs and activities conducted by community action agencies to eliminate poverty, promote self-sufficiency, and promote community revitalization in accordance with Section 675C(b) of the CSBG Act.

**Eligible Applicants:** West Virginia Community Action Agencies that operate the Community Services Block Grant and will not carry over CSBG FY2015 formula funds are eligible under all existing authorizations.

**Grant Focus:** To be innovative (featuring new methods) focused at eliminating poverty, promoting self-sufficiency, and promoting community revitalization. Innovation is based on curiosity, the willingness to take risks, and experimenting to test assumptions. Innovation is based on questioning and challenging the status quo. It is also based on recognizing opportunity and taking advantage of it. An innovative program/activity is driven by a commitment to excellence and continuous improvement.

**Anticipated Start Date and Period of Performance:** The start date for this award is expected to be not later than April 1, 2016. The period of performance cannot exceed 12 months from the time of the award. Projects should consider the feasibility of what can reasonably be achieved within this time period that encompasses some type of needs assessment to identify sub-populations and targets as well as explaining intended measures to be performed. Additional consideration must be made that these extra funds will not interfere with the ability to appropriately and timely spend down regular CSBG funds awarded during this time period.

**Grant Agreements:** Grant Agreements will be awarded on a competitive basis following evaluation of all eligible proposals according to the rating factors described below: OEO anticipates the potential for a number of awards to be made with this funding. The total funding made available for all project(s) is \$65,500.

**Proposal:** The following proposal should be completed in whole. Each applicant will be evaluated on how well instructions are followed and for providing quality responses which present a plan that is innovative and aimed at meeting the purpose of the CSBG Discretionary Innovation Grant. OEO is interested in funding programs/activities that present an opportunity for replication and success in other communities.

KEY DATES:	
Date of Release:	December 1, 2015
Technical Assistance Conference Call:	December 8, 2015 at 2:00 pm
Proposal Due to OEO:	February 1, 2016 at 4:00 pm
Funding Announcement(s) To Be Made:	March 7, 2016
Program Dates of Service Must Be Between:	April 1, 2016 – March 31, 2017
Total Funding Amount Available:	\$65,500.00

# FY 2016 CSBG Discretionary Innovation Grant Proposal

Agency Name: \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

**NAME OF PROJECT -** \_\_\_\_\_

**Innovative Program/Activity Detailed Narrative** – Include each of the following in narrative format:

**1. Population of Focus and Statement of Need**

- a. Clearly indicate the proposed geographic area to be served by County (ies).
- b. Discuss the target population and compare to the overall population in the proposed geographic area to be served. Identify the source of all data referenced.
- c. Describe the causes and conditions of need, including service gaps, and document the extent of the need for the target population based on the data.
- d. Describe the existing stakeholders and resources in the proposed geographic area to be served which can help implement the program/activity.
- e. Describe how your project will make a significant contribution towards achieving some or all of the Recipient's and Sub-recipient's mission, and stated goals and objectives

**2. Proposed Program/Activity**

- a. Describe the purpose of the proposed program/activity.
- b. Clearly state the goals, objectives and strategies for the program/activity. These must relate to the purpose of the CSBG Innovation Grant.
- c. Describe all evidence-based research or practices that justify the goals states in item 2.b for the target population, the proposed service, and the purpose of the CSBG Innovation Grant.
- d. If an evidence-based practice does not exist/apply for the target population and/or service, fully describe practice(s) to be implemented and explain why it is appropriate for this program/activity.
- e. Identify any screening tools that will be used and basis for selection. *(Does not apply to community revitalization programs/activities)*
- f. Describe how privacy and confidentiality will be ensured throughout the entirety of the service, including collection and dissemination of data, consumer feedback, etc.

**3. Proposed Approach to Implementation and Cost Effectiveness**

- a. Provide a 12-month chart or graph depicting a realistic timeline of the program/activity. The timeline must include the key activities and staff/partners responsible for action through all phases including but not restricted to planning/development, implementation, training/consultation, intervention (s) milestones, data collection, and quality assurance. Be sure to show that the project can be implemented and delivery of the service can begin as soon as awarded. (Note: This should be included as an attachment)
- b. Describe how achievement of the proposed goals, objectives and strategies identified for the service will produce meaningful and relevant results in the community (e.g., increase access to additional services, outreach, etc.) and demonstrate the purpose of a CSBG Innovation Grant.
- c. Identify any other organizations that will participate in the proposed project. Describe their roles and responsibilities and demonstrate their commitment to the project with a letter of

support and/or Memorandum of Understanding (MOU). Include letters of support and MOU's from community organizations and/or partners supporting the project.

- d. Describe how you will work across systems to ensure that services provided to the target population are coordinated and considered by multiple levels and systems.
- e. Clearly state the unduplicated number of individuals and measures to be served within the 12-month project period.
- f. Describe your process for identifying needs you plan to target and how cost-effective each intervention will be to the target population.
- g. Identify potential barriers to successful implementation of the proposed program/activity and describe strategies to overcome them.
- h. Referrals are an integral component of most Community Action program. Describe your plan for referral to and from partners and other agency programs and how you will track and follow through to resolution. Without follow up, a program has no way to measure impact, gauge effectiveness of interventions or ensure cases have been adequately addressed.
- i. Describe your plan to continue the proposed service after the program funding period ends. Also, describe how service continuity will be maintained when there is a change in the operational environment (e.g., staff turnover, change in project leadership) to ensure stability over time.

#### **4. Staff and Organizational Experience – past and current**

- a. Describe any past performance (e.g., timely completion, achievement of desired outcomes) of the organization on other projects related to this proposed program/activity.
- b. Describe the capacity of the applicant and relevant organizational experience. This addresses the extent to which you have the ability, capacity and organizational resources necessary to successfully implement your proposed program/activity in a timely manner.
- c. Describe the capability and qualifications of key and supporting personnel that will carry out the proposed program/activity as evidenced by academic experience, professional background and certifications.

#### **5. Data Collection and Performance Measurement**

- a. Describe the plan for data collection, management, analysis, and reporting on the National Performance Measures. Specify and provide justification for any additional measures or instruments to be used.
- b. Describe how data will be used to manage the service at a systems level to ensure that the goals, objectives, and strategies are tracked and achieved.
- c. Describe how information related to process and outcomes will be routinely communicated to the target population, staff, governing bodies and stakeholders.
- d. Describe your evaluation component that determines how well an activity fares compared with another option, plan or period. How it will identify expected outcomes of the program and develops mechanisms for evaluation, design, data collection, and analysis.

#### **6. Proposed Budget and Narrative**

- a. Use the chart below to provide your proposed budget. Include the amount requested, total additional resources, the total for each line item and a brief description of the line item.
- b. Provide a detailed budget narrative with specific details on how funds are to be expended. The budget narrative clarifies and supports the proposed budget. The budget narrative should clearly justify the intent of each line item in the budget.
- c. Describe any potential for other funds or in-kind support.

**PROPOSED BUDGET**

Line Item	Amount Requested	Additional Resources	Total	Brief Description
Personnel	\$	\$	\$	
Fringe Benefits	\$	\$	\$	
Equipment	\$	\$	\$	
Supplies	\$	\$	\$	
Contractual	\$	\$	\$	
Travel	\$	\$	\$	
Other	\$	\$	\$	
Program Costs	\$	\$	\$	
Indirect Costs	\$	\$	\$	
TOTAL:	\$	\$	\$	